



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Vocational Equity Coordinator's Office State Office Building Atlanta, Georgia 30334	Application Number 81-187	
Application Number		Date Received MAR 9 1981	Date Completed MAR 17 1981
2. Person to Contact Alicia H. Hambrick		Working Title Senior Secretary	
		Telephone Number 656-6720	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 To Date		5. Records Series Title (followed by title used in office, if different) Vocational Equity Special Projects Files	
6. Division and Office Function The Vocational Equity Coordinator is responsible for ^{administering, implementing and monitoring vocational equity programs for} promoting an awareness of vocational education programs and activities designed to reduce sex bias and sex stereotyping in all vocational education programs, including assisting the State Board in publicizing public hearings on the State Plan; gathering, analyzing and disseminating data on the status of men and women students and employees in State vocational education programs; developing and supporting actions to correct problems and publicize the Title IX complaint process; reviewing ^{the} and distribution of grants and contracts by the State Board to assure that the interests and needs of women are addressed in all projects; reviewing all vocational education programs for sex bias; monitoring ^{the} and implementation of laws prohibiting sex discrimination in all hiring, firing and promotion procedures relating to vocational education; assisting local educational agencies and other interested parties in improving vocational education opportunities for women; providing information developed to the State Board, (See Back Side)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: developing and implementing federally funded projects at selected post-secondary schools designed to provide vocational education to displaced homemakers, recruit trainees into non-traditional jobs, etc. Included are: project developing materials, including justification and objectives, recommendations from Committee as a Whole; State Board agenda material and approval; Application for Federal Funds and substantiating information; documents relating to selecting geographic area and local education agencies for participation as sub-contractors; letters of commitment from LEAs and related contracts and agreements; methods and procedures guidelines; organizational charts, job descriptions and employment qualifications, fiscal management data, progress reports and other documents relating to administering the project; and Final Report, filmstrips, slide-tape presentations, news releases, and other materials relating to the project. File is arranged: by project; thereunder by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>50</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>seldom</u> ; Twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 cubic feet</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Documents new.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Project Final Report.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Contractual agreements, budget data in LEA and Department of Labor.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

45 CFR 104.71 - 104.76; Federal Register, Volume 44, Number 141 - CETA guidelines.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Completion of Project then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

6. Division and Office Function: (Continued)

State Advisory Council on Vocational Education, State Commission on the Status of Women, etc.; reviewing self-evaluations of local education agencies; and for reviewing and submitting recommendations on overcoming sex bias and sex stereotyping in vocational education programs for the Five-Year State Plan. These functions are set forth as the requirements of selected full-time personnel to eliminate sex discrimination and sex stereotyping in state vocational education programs, as directed by federal regulation 45 CFR 104.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. G. Pariscy</i>	3-9-81	<i>Walker L. Baumgardner</i>	3-9-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	3-16-81
		<i>Carroll T. [Signature]</i>	3-16-81
		<i>[Signature]</i>	3-17-81